



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-27

28 May 04

HOLIDAY PAY APPROVAL

NO EXPIRATION

1. Approval authority for holiday premium pay for all technicians (General Schedule (GS), Federal Wage System (FWS), dual status and non-dual status) is delegated to commanders, staff directors, and supervisors.

2. Technicians who are **required** to work on a holiday designated by Federal statute or Executive Order are entitled to holiday premium pay for each hour of holiday work not to exceed their regularly scheduled basic tour of duty (if a technician's regularly scheduled work day is 8 hours, holiday premium pay will be paid up to 8 hours). Holiday premium pay is equal to a technician's rate of basic pay, commonly called "doubletime" (5 CFR 532.507(a)). Any work performed on a holiday following the technician's regularly scheduled work hours will be considered compensatory time. A technician required to report to work on a holiday, will be paid at least two hours of holiday premium pay whether or not work is actually performed (5 CFR 532.507(c)).

3. Commanders, staff directors, and supervisors will establish internal policies and procedures for requesting and approving holiday premium pay. A copy of the approved holiday pay must be forwarded to the appropriate payroll office with the technician's time and attendance record.

4. For additional information, contact Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411, or (916) 854-3411.


STUART D. EWING
Captain, CA ANG
Deputy, Human Resources Officer

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